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*Suggestion File*

Approved For Release 2005/06/22 : CIA-RDP83T00573R000100130002-8

MEMORANDUM FOR: Deputy Director for Administration

FROM : Harry E. Fitzwater  
Chairman, Suggestion and Achievement  
Awards Committee

SUBJECT : Suggestion and Achievement Awards  
Performance -- Fiscal Year 1979

1. This memorandum submits for your signature letters of commendation to the Director of Communications, Director of Logistics, Director of Medical Services, Director of Security and Director of Training for Fiscal Year 1979 Suggestion and Achievement Awards Program accomplishments.

2. Performance highlights for the Directorate of Administration were:

Eligible Suggestions Submitted . . . . .	238
Suggestions Adopted . . . . .	54
Adoption Rate . . . . .	23%
Awards Paid . . . . .	\$13,495

Special Achievement and Exceptional Accomplishment Award Nominations Approved . . . . .	25
Awards Paid . . . . .	\$22,728

Agency employees initiated 483 suggestions during Fiscal Year 1979, 93% or 449 of which were eligible. The Directorate of Administration with 238 eligible suggestions and 54 adopted cases far exceeded the performance of other directorates. Suggestion Awards paid to Agency employees totalled \$33,820, a 38% increase over the \$24,495 total for FY 1978. Directorate of Administration Careerists had the highest participation record with 238 eligible suggestions or 53% of the Agency total.

Seventy-eight Special Achievement and Exceptional Accomplishment Award nominations were received from throughout the Agency compared with 44 in Fiscal Year 1978. DDA offices originated 29 nominations compared with 21 for Fiscal Year 1978. Employees assigned to the Directorate of Administration earned \$22,728 through the Special Achievement Program

May be downgraded to  
A/IUO when separated from  
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SUBJECT: Suggestion and Achievement Awards  
Performance -- Fiscal Year 1979

compared with \$17,000 for FY 1978. Within these totals, seven Personnel Careerists earned Special Achievement Awards totalling \$8,328. Awards totalling \$109,828 were paid for approved cases. This represents a new record and 48% increase over FY 1978's previous record of \$74,160.

3. The performance figures for the Agency are attached as a matter of interest to you and your Office Heads. The excellent evaluations and staff work performed by your repre-

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of award recommendations.

4. Your signature is requested on the attached letters.

Harry E. Fitzwater

Atts

Distribution:

Original & 1 - Addressee  
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13 DEC 1979

MEMORANDUM FOR: Director of Logistics

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Commendation -- Suggestion and Achievement  
Awards Performance

1. I am pleased to note that the Office of Logistics has made an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. Thirty-one eligible suggestions were submitted by your careerists, a substantial increase over the 20 for last year.

2. Suggestion Awards paid to Agency employees during the past Fiscal Year amounted to \$33,820, a 38% increase over the FY 1978 total of \$24,495. Special Achievement and Exceptional Accomplishment Awards amounted to \$109,828, 76% of our total cash awards paid. This represented a new all-time record at 48% above the FY 1978 previous record of \$74,160.

STATINTL

3. [redacted] your Awards Coordinator, was most helpful in expediting evaluations and enabling the Committee to reach final decisions.

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishment of our mission.

5/  
Don I. Wortman

Distribution:

Original & 1 - Addressee  
2 - A/DDA  
1 - C/SAAC (D/Pers)  
1 - BSD  
1 - OPF - [redacted]  
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OP/BSD/SAAC [redacted]:js

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13 DEC 1979

MEMORANDUM FOR: Director of Communications

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Commendation -- Suggestion and Achievement  
Awards Performance

1. I am pleased to note that the Office of Communications attained a remarkable record during the past Fiscal Year in the Suggestion and Achievement Awards Program.

2. Eighty-two eligible suggestions were submitted by Communications Careerists, the highest volume from any Agency component. You also led the Agency with the highest amount of Suggestion Awards, \$8,260 for 24 approved cases. Suggestion Awards paid totalled \$33,820, a 38% increase over the FY 1978 total of \$24,495. Special Achievement and Exceptional Accomplishment Awards reached an all-time high, \$109,828. This represents a new record and 48% increase over FY 1978's previous record of \$74,160.

25X1A 3. Your remarkable Suggestion Program record demonstrates the value to be gained from motivating headquarters and field personnel toward the development of ideas, improvements and problem solutions. [redacted] your Suggestion Program Coordinator, has been the key officer in motivating OC Careerists to submit ideas. The objective evaluations which Mr. [redacted] pursued from OC evaluators facilitated conclusions by the Suggestion and Achievement Awards Committee.

25X1A 4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishment of our mission.

Don I. Wortman

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Original & 1 - Addressee  
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1 - C/SAAC (D/Pers)  
1 - BSD  
25X1A 1 - OPF - [redacted]  
2 - SAAC (I w/field)

25X1A OP/BSA/SAAC/[redacted]:js

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13 DEC 1979

MEMORANDUM FOR: Director of Security

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Commendation -- Suggestion and Achievement  
Awards Performance

1. I am pleased to note that the Office of Security has made an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. Fifty-four eligible suggestions were submitted by Security Careerists. Fifteen proposals were approved for awards totalling \$1,925, the second highest in the directorate.

2. Suggestion Awards paid to Agency employees during the past Fiscal Year amounted to \$33,820, a 38% increase over the FY 1978 total of \$24,495. Special Achievement and Exceptional Accomplishment Awards amounted to \$109,828, 76% of the total cash awards paid. This represented a new all-time record at 48% above the FY 1978 previous record of \$74,160.

STATINTL 3. [redacted] your Program Coordinator and the Committee's Security Advisor, was most helpful in expediting evaluations and enabling the Committee to reach final decisions.

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishment of our mission.

Don I. Wortman

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1 - BSD  
1 - OPF - [redacted]  
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MEMORANDUM FOR: Director of Medical Services

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Commendation -- Suggestion and Achievement  
Awards Performance

1. I am pleased to note that the Office of Medical Services has made an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. You had five Special Achievement Award cases approved for awards totalling \$5,950 and one \$700 Suggestion Award.

2. Suggestion Awards paid to Agency employees during the past Fiscal Year amounted to \$33,820, a 38% increase over the FY 1978 total of \$24,495. Special Achievement and Exceptional Accomplishment Awards amounted to \$109,828, 76% of our total cash awards paid. This represented a new all-time record at 48% above the FY 1978 previous record of \$74,160.

3. [ ] your Awards Coordinator, obtained objective evaluations and assisted the Suggestion and Achievement Awards Committee in reaching final conclusions and recommendations. As you know, he organized unique presentation ceremonies that highly impressed top management, supervisory personnel, the awardees and their families.

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate accomplishment of our mission.

Don I. Wortman

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1 - OPF - [ ]  
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13 DEC 1979

MEMORANDUM FOR: Director of Training

FROM : Don I. Wortman  
Deputy Director for Administration

SUBJECT : Commendation -- Suggestion and Achievement  
Awards Performance

1. I am pleased to note that the Office of Training has made an excellent record during the past Fiscal Year in the Suggestion and Achievement Awards Program. Thirty-two eligible suggestions were submitted by Training Careerists, a substantial increase over the Fiscal Year 1978 submission of 11.

2. Suggestion Awards paid to Agency employees during the past Fiscal Year amounted to \$33,820, a 38% increase over the FY 1978 total of \$24,495. Special Achievement and Exceptional Accomplishment Awards amounted to \$109,828, 76% of our total cash awards paid, and represented a new all-time record at 48% above the FY 1978 previous record of \$74,160.

3. [ ] your Awards Coordinator, was most helpful in expediting evaluations which enabled the Committee to reach final decisions.

4. Congratulations to you and your personnel. I urge you to continue to seek and encourage the development of new ideas and achievements to facilitate the accomplishment of our mission.

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Don I. Wortman

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C-O-N-F-I-D-E-N-T-I-A-L

SUGGESTION AND ACHIEVEMENT AWARDS PROGRAM  
SPECIAL ACHIEVEMENT AND EXCEPTIONAL ACCOMPLISHMENT AWARDS REPORT  
FISCAL YEAR 1979

Component	Received	Declined	Adopted	Amount Paid	Awardees
<u>Office of the Director</u>					
GENC	1	-	1	\$ 600	1
IG	-	1	1	500	1
OEER	1	-	1	200	1
	<u>2</u>	<u>1</u>	<u>3</u>	<u>\$1,300</u>	<u>3</u>
<u>Directorate of Administration</u>					
ODDA	2	-	1	\$ 200	1
COMO	3	-	1	200	1
OTR	3	1	2	750	2
FIN	2	-	2	1,300	2
PERS	7	-	7	8,328	7
LOG	4	-	4	3,000	4
SEC	2	-	2	1,000	2
ODP	1	-	1	2,000	1
MED	5	-	5	5,950	5
	<u>29</u>	<u>1</u>	<u>25</u>	<u>\$22,728</u>	<u>25</u>
<u>Directorate of Operations</u>					
	1	-	1	\$ 1,500	1
SE	1	-	1	1,000	1
EA	1	-	1	1,500	1
IMS	5	-	5	5,000	5
PCS	2	-	2	2,000	2
	2	-	2	2,500	2
LA	1	-	1	2,500	1
EUR	7	1	6	6,050	7
AF	2	-	2	2,250	2
CCS	1	-	1	1,000	1
	<u>23</u>	<u>1</u>	<u>22</u>	<u>\$25,300</u>	<u>23</u>
<u>National Foreign Assessment Center</u>					
OSR	-	1	-	-	-
OPLA	2	-	2	\$ 3,000	2
OER	1	-	1	1,000	1
OSI	1	-	1	500	1
OWI	1	-	1	7,500	11
	<u>5</u>	<u>1</u>	<u>5</u>	<u>\$12,000</u>	<u>15</u>
<u>Directorate of Science and Technology</u>					
ODE	2	-	2	\$21,000	15
OTS	4	-	4	15,700	14
FBIS	13	-	13	11,800	14
	<u>19</u>	<u>-</u>	<u>19</u>	<u>\$48,500</u>	<u>43</u>
TOTALS	78	4	74	\$109,828	109

C-O-N-F-I-D-E-N-T-I-A-L



SUGGESTION AND ACHIEVEMENT AWARDS PROGRAMS  
SUGGESTION REPORT - FISCAL YEAR 1979

Components	Eligible	Suggestions Declined	Adopted	Certificates	Cash Awards	Amount Paid	Cash Awardees
<u>Office of the Director</u>							
COMP	1	2	-	-	-	-	-
GENC	2	1	-	-	-	-	-
IG	-	2	-	-	-	-	-
	<u>3</u>	<u>5</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Directorate of Administration</u>							
ODDA	2	4	2	-	2	\$ 450	2
COMO	82	53	24	1	23	8,260	23
OTR	32	17	1	-	1	50	1
FIN	8	9	2	-	2	310	2
PERS	6	2	3	-	3	475	3
LOG	31	25	5	-	5	1,275	6
SEC	54	39	15	1	14	1,925	15
ODP	14	11	1	-	1	50	1
MED	9	7	1	-	1	700	1
	<u>238</u>	<u>167</u>	<u>54</u>	<u>2</u>	<u>52</u>	<u>\$ 13,495</u>	<u>54</u>
<u>Directorate of Operations</u>							
ODNO	1	1	-	-	-	\$ -	-
SE	-	1	-	-	-	-	-
NE	3	2	-	-	-	-	-
EPDS	1	2	-	-	-	-	-
EA	-	1	-	-	-	-	-
IMS	3	5	1	-	1	500	1
PCS	12	14	2	-	2	125	2
	2	2	-	-	-	-	-
LA	1	1	-	-	-	-	-
EUR	3	3	1	-	1	250	1
AF	7	-	2	1	1	200	2
CCS	4	3	-	-	-	-	-
CMS	2	1	-	-	-	-	-
	<u>4</u>	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>200</u>	<u>1</u>
	<u>43</u>	<u>37</u>	<u>7</u>	<u>1</u>	<u>6</u>	<u>\$ 1,275</u>	<u>7</u>
<u>National Foreign Assessment Center</u>							
ONFA	3	3	-	-	-	\$ -	-
OIA	4	-	-	-	-	-	-
OSR	3	1	2	-	2	175	2
CRG	-	1	-	-	-	-	-
OCR	16	15	6	-	6	870	6
ORLA	3	2	-	-	-	-	-
OER	3	2	1	-	1	150	1
OPSC	1	1	-	-	-	-	-
OGCR	5	1	3	-	3	1,050	3
OSI	4	4	-	-	-	-	-
OWI	12	9	1	-	1	100	1
	<u>54</u>	<u>39</u>	<u>13</u>	<u>-</u>	<u>13</u>	<u>\$ 2,345</u>	<u>13</u>
<u>Directorate of Science and Technology</u>							
ODST	1	-	-	-	-	\$ -	-
ORD	11	13	3	1	2	325	2
ODE	5	4	2	-	2	400	2
OTS	32	28	14	-	14	7,675	14
NPIC	39	27	16	-	16	4,455	19
FBIS	14	14	5	-	5	1,000	5
OSIG	9	7	4	-	4	2,850	4
	<u>111</u>	<u>93</u>	<u>44</u>	<u>1</u>	<u>43</u>	<u>\$16,705</u>	<u>46</u>
TOTAL	449*	341**	118	4	114	\$33,820	120

\*Plus 34 ineligible suggestion processed and closed by the Executive Secretary, Grand Total 483 suggestions received.

\*\*Includes 131 prior years cases.

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yes, once we get into the  
swing of things and clean up  
some backlogged evaluations

ILLEGIB



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